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December 14, 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report of Survey of Clerical Training Program

REFERENCE: Management Staff Study, dated 2 August 1956, same subject and Mr. Baird's Memorandum to the DD/S, dated 11 October 1956 "Management Staff Recommendations Concerning Clerical Training".

1. We have examined CTR's reaction to our paper, above.
2. Our position seems to be too severe for them to accept. We predicated the reduction in instructor time in the hope that they could absorb several factors which on the average within government subtracts from 40 hours per week to a lower figure of available total work hours. These factors are annual leave, sick leave, military training, rest periods, get ready time, plus within CIA the five per cent in-training time.
3. Readjustment in our original figuring to include these factors gives us the present staffing of the Clerical Training Unit as justified. We therefore delete recommendations "b" and "c".
4. Recommendations 5a (essentiality of the Clerical Training Program), 5d (amendment of CIA Notice No. [ ] and 5e (sequence of EOD activities) have been reviewed and stand unchanged.

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Chief, Management Staff

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